

ASSEMBLY AND METHOD FOR CUSTOMIZED APPLICATION OF INDEX TABS TO INDEXING MATERIAL

ABSTRACT OF THE DISCLOSURE

[0095] A customized application of index tabs to dividers and other types of indexing material includes a releasably attachable alignment tool. The alignment tool includes a plurality of indicia printed thereon for guiding the placement of a desired number of index tabs. The indicia indicate by positioning of both numerals and lines where an index tab is to be placed on an indexing material, depending on the number of index tabs that are to be placed. The alignment tool may also be positioned on a sheet and removable from the sheet to align index tabs on different documents. Multiple alignment tools may also be positioned on a sheet and removable to align index tabs on documents of different sizes.